

# Federal Programs Spring Workshops 2006

Missouri Department of Elementary  
& Secondary Education



# Federal Programs

Coordinator

Dee Beck

Grants Management

Randy Rook, Director

Financial Management

Bette Morff, Director

Instructional Improvement

Michael Alexander, Director

Discretionary Grants

Craig Rector, Director

# Contact information

- <http://dese.mo.gov/divimprove/fedprog/>
- Federal Grants Management
  - Phone: (573) 751-3468
  - Phone: (573) 526-5658
  - Fax: (573) 526-6698
  - [randy.rook@dese.mo.gov](mailto:randy.rook@dese.mo.gov)

# Important Reminders

- Fedpro ListServ
- USDE emphasis on monitoring
- Administrative Manual April 2006

<http://dese.mo.gov/divimprove/fedprog>

# Federal Programs Web Page



Missouri Department of Elementary and Secondary Education

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## Federal Programs

Some of the links found on this page are PDF documents. [A note about downloading PDF's](#)



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- ◆ [Consolidated Application](#)
- ◆ [Local Educational Agency \(LEA\) Plan](#)
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### CURRENT ISSUES

Register now...  
[2006 Grants Management  
Spring Workshops](#)  
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[Hurricane Relief Letter for  
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(01-13-06)

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District Data for Title I and Title V.A  
[Title I - FY2004-2005 \(click here\)](#)  
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### [Financial Management](#)

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### [Best Practices-Reading](#)

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### [No Child Left Behind](#)

## Grants Management

Some of the following files are in PDF format. A note about downloading PDF's.



### DESE Web Login Request Forms

#### Consolidated Application

- [Consolidated Application](#)
- [Application Instructions](#)
- [Administrative Manual Updated-08-04-05](#)
- [Local Education Agency \(LEA\) Plan](#)

#### No Child Left Behind

- [No Child Left Behind](#)
- [Legislation and Guidance](#)

#### Parental Involvement

- [Federal Programs Required Notification](#)
- [Parental Notification Letters](#)
- [School Parental Involvement Plan](#)
- [School-Parent-Student Compact](#)
- [Parental Involvement Resources](#)

#### Grants Management Staff

- [Staff Contact Information](#)

#### BULLETIN BOARD

**Register now...**  
**[2006 Grants Management Spring Workshops](#)**  
(04-2006)

[Federal Programs Conference Conference Presentations](#)  
(09-2005)

[2004-05 Nonpublic Workshop Presentation](#)  
(09-2004)

[NCLB Q & A](#)  
(08-2004)

[Impact of the new Title I Requirements on Charter Schools](#)  
(08-2004)

[Grants in Education Presentation](#)  
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[ParaPro Assessment Instructions](#)  
(09-12-03)

[School Improvement Schedule](#)  
(6-01-03)

[School Choice Guidance](#)  
(01-01-03)

**FedPro Listserv**  
**[Click here to Subscribe/Unsubscribe](#)**

#### 2005 Grant Application Forms

[Title I Part A Nonpublic Consultation & Part...](#)  
[Title I Part A Neglected School Children](#)  
[Title I Part D Delinquent School Children](#)  
[Title I Part D Delinquent Institution Plan](#)  
[Title II & IV Non-Public Participation](#)  
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#### Publications and Forms

[Title I Preschool](#)  
[2006 Summer School Plan](#)  
[Complaint Resolution Procedures](#)  
[Draft Report Card](#)  
[Federal Programs Calendar of "Things to Do"](#)  
[2005-2006 Self-Monitoring Checklist](#)  
[Single-Funding Certification](#)  
[Student Selection-Multiple Criteria](#)  
[Principles of Effectiveness](#)  
[Sample Letter "Parents Right to Know"](#)  
[Public/Private Design for Education Service](#)  
[Sample Equipment Inventory](#)  
[Coding Guide](#)  
[NCLB-Benefits Private School](#)  
[Understanding Adequate Yearly Progress \(AYP\)](#)

# Grants Management Web Page (cont.)

## Consolidated Application

- [Consolidated Application](#)
- [Application Instructions](#)
- [Administrative Manual](#) *Updated-4/13/05 Page 36*
- [Local Education Agency \(LEA\) Plan](#)

## Supplemental Services

- [Supplemental Educational Services](#)

## Parental Involvement

- [Federal Programs Required Notification](#)
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# Grants Management Page (cont.)

## 2005 Grant Application Forms

[Title I Part A Nonpublic Consultation & Part.](#)

[Title I Part A Neglected School Children](#)

[Title I Part D Delinquent School Children](#)

[Title I Part D Delinquent Institution Plan](#)

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## Publications and Forms

[Title I Preschool](#)

[2006 Summer School Plan](#)

[Complaint Resolution Procedures](#)

[Draft Report Card](#)

[Federal Programs Calendar of "Things to Do"](#)

[2005-2006 Self-Monitoring Checklist](#)

[Single-Funding Certification](#)

[Student Selection-Multiple Criteria](#)

[Principles of Effectiveness](#)

# Accounting Procedures

Each federal program has its own account

- Application amendments should be submitted prior to obligation of funds
  - Four (4) amendment cycles
- Salaries, FTEs, & Core Data must correlate
  - Single Funding Certification Form signed each semester
  - Partial FTEs, stipends, out-of-contract time
    - Time and effort log, sign-in sheets
- Carryover has to be spent in current fiscal year or unused amount will be lost

# Accounting Procedures (cont.)

- Federal funds may not purchase incentives
- Self-Monitoring Checklist
  - Use as a guide for compliance and documentation
- Those ABCs and XYZs
  - LEA: Local Educational Agency
  - SEA: State Educational Agency
  - AYP: Adequate Yearly Progress
  - APR: Annual Performance Report
  - FER: Final Expenditure Report
- Key Terms - Administrative Manual, pages 2-7

- Records and documentation kept for three years
- Equipment
  - Capital Outlay
    - \$1,000 or more per unit
  - Materials and Supplies
    - Computers, printers, etc. under \$1,000 per unit
      - Not with Title I.A funds
- Inventory
  - Ongoing, centralized system for all federal programs
  - Items labeled with program and year


# Inventory


EQUIPMENT INVENTORY								
Item Description	Date of Purch	Location	Serial I.D. #	Vendor	Unit Cost	Funding Source	Condition	Transfer
AMS PRO 250 laptop	2/10/99	Elem Rm # 3	5037900303	Comp.Center Quincy ILL	\$1,658.00	50% Title I 50% Title VI	Good May 2000	
Gateway 1250 laptop	8/12/99	Elem Rm#4	52566784	Comp.Center Quincy, ILL	\$1,830.00	100% Title I	Good May 2000	
Noble view/celeron 466,64MBcomp	3/10/00	LMC	946412420 ID# 3651	Pro Tech. Columbia MO	\$825.00	100% Title VI	Excellent May 2001	
Noble view/celeron 466,64MBcomp	3/10/00	LMC	946412424 ID# 3663	Pro Tech. Columbia MO	\$825.00	100% Title VI	Good May 2001	
Noble view/celeron 466,64MBcomp	3/10/00	Elem Rm#5	951712439 ID# 3680	Pro Tech. Columbia MO	\$825.00	100% Title I	Good May 2001	
Noble view/celeron 466,64MBcomp	3/10/00	Elem Rm#6	951712440 ID# 3659	Pro Tech. Columbia MO	\$825.00	100% Title I	Good May 2001	
Noble view/celeron 466,64MBcomp	3/10/00	Elem Rm#4	951712440 ID# 3650	Pro Tech. Columbia MO	\$825.00	100% Title I	Good May 2001	
Noble view/celeron 466,64MBcomp	3/10/00	Elem Rm#2	946413181 ID#3662	Pro Tech. Columbia MO	\$825.00	100% Title I	Good May 2001	

# Core Data

- All Federally-funded positions are to be entered in the October cycle.
- Before/After school tutoring, paras, & Administrative Pool should be reported.
- Data in the Federal Programs application must match Core Data
- See Core Data Manual, Exhibit 15

# Login Page

 DESE Web Applications

Check Here for User Info. 

Help

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Login Page

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Need new **User Manager Administrators** set up due to staff changes? Visit the [User Manager Security Administration Form](#). (pdf)

**New to the district**, moving to a new district, or have staff who need to be removed?  
Don't forget to contact your district's User Manager Administrator or visit our [access request form page](#).

Make sure **pop-up blockers** are disabled in order to access our system help files, edit reports and other reports

Looking for **Jobs for Educators in Missouri Schools** Website? Visit: <http://www.moteachingjobs.com>

User Id:

Password:

Login

Reset

Logoff

Public Applications

**For forgotten or unknown user ids/passwords**, anyone else in your district with a user id can see a list of all valid user ids for their district on the 'Valid User IDs' web page linked from the application menu page. Also, most districts now have at least one designated security administrator who can handle userid/password issues. Send your questions to [webreplyafsit@desse.mo.gov](mailto:webreplyafsit@desse.mo.gov) or fax to Security Administrator, 573-526-4125. Please provide your name, school district name, and county-district code with your request.

**\*If you store your password information through the Internet Explorer autocomplete feature** (which is discouraged for security reasons), remember that when you log back in with your new password, you will receive a dialog box asking if you want to change your stored password. You will need to select "Yes," or you will receive a "Password not found" error.

**Note: DESE only Supports Internet Explorer browser (Version 5.01 SP2 is minimum and 6.0 is maximum).** For Internet Explorer or other general technical questions, please visit the [Browser Technical Notes](#) or [Help](#) page first before submitting technical questions.

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Missouri Department of Elementary and Secondary Education Homepage

[Privacy Statement](#)

[Secure Site Verification](#)

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# Year/Cycle Selection page

Selection List      2004-2005 - Cycle2 ▼      Menu

Year/Cycle	Substantially Approve Date	Auth. Rep. Approve Date	DESE Supervisor Approve Date	DESE Director Approve Date	Edit Status
2004-2005 - Cycle2					Open
2004-2005 - Cycle1	8/2/2004	8/2/2004	8/2/2004	8/2/2004	Closed
2003-2004 - Cycle3	7/1/2004	7/1/2004	7/1/2004	7/1/2004	Closed
2003-2004 - Cycle2	4/28/2004	4/28/2004	5/18/2004	5/18/2004	Closed
2003-2004 - Cycle1	7/1/2003	6/26/2003	7/2/2003	7/2/2003	Closed
2002-2003 - Cycle4	8/29/2003	8/29/2003	8/29/2003	8/29/2003	Closed
2002-2003 - Cycle3	3/3/2003	3/3/2003	3/5/2003	3/6/2003	Closed
2002-2003 - Cycle2	9/20/2002	9/20/2002	10/25/2002	10/29/2002	Closed
2002-2003 - Cycle1	7/1/2002	7/16/2002	7/16/2002	7/16/2002	Closed
2001-2002 - Cycle2	6/28/2002	6/28/2002	7/2/2002	7/8/2002	Closed
2001-2002 - Cycle1	8/9/2001	6/29/2001	8/13/2001	8/14/2001	Closed
2000-2001 - Cycle3					Open
2000-2001 - Cycle2	9/27/2000	9/27/2000	9/28/2000	9/29/2000	Closed
2000-2001 - Cycle1	7/1/2000	6/23/2000	7/12/2000	7/14/2000	Closed
1999-2000 - Cycle2	8/18/1999	8/18/1999	8/25/1999	8/25/1999	Closed

# Application Menu

**Federal Grants Application**

Final Exp. Report  
> 9/30 Report

District Info

Allocations

TI Targeted

Breakdown Alloc

Schoolwide

TI.C Migrant Ed

Title II.A

Title II.D

Title III

Title IV.A

Title V

Title VI.B

Admin Pool

Prog Budget Sum

Grant Sum

Submit/Approval

**District Information**

[Federal Programs](#)  
[MSIP Standards](#)  
[Process Area Guidelines](#)  
[Year/Cycle Selection](#)  
[School District Selection](#)  
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[Logon/Logoff](#)

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County/District: 001091 KIRKSVILLE R-III

Cycle: Cycle1 Year: 2005

Select District

Available Active Employees on file

Starting Employee

Employees

BARRETT, SUSAN E

List

Display as Contact

Add Employee

Federal Program Coordinator  
(Primary Contact)

Name JANE MAREE SCHAPER

Work Phone (660) 626-1440 Ext

Mailing Address 1901 E. Hamilton

City Kirksville State MO ZIP 63501

EMail Address JSchaper@kirksville.k12.mo.us

Summer Phone (660) 626-1440 Ext

FAX (660) 665-3281 Ext

# Allocations Page

- Details
- Carryover
- Transferability
- Transferring funds into Schoolwide

# Allocations



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of Page

County/District: 001090 ADAIR CO. R-I

Cycle: Cycle1 Year: 2005

Select District

	Title I	Schoolwide	Title I.C Migr Ed	Title II.A	Title II.D	Title III	Title IV.A	Title V	Title VI.B
	Detail I			Detail II.A			Detail IV.A	Detail V	
Original Allocation	5000		0	17349	1888	0	12476	2861	0
Carryover	78991	-	-	4085	5000	0	2526	4941	0
Reallocated Funds	0			0	0	0	0	0	0
Released	0	0	0	0	0	0	0	0	0
TOTAL	83991	0	0	21434	6888	0	15002	7802	0

Flex Type: [Reap Flex 100%](#)

Title II.A Flex (+)	5000				0		0	0	
Title II.D Flex (+)	0			0			0	500	
Title IV.A Flex (+)	0			0	0			0	
Title V Flex (+)	0			0	0		0		
To Schoolwide (-)	40000			0	0		0	0	
TOTAL AVAILABLE	48991	40000	0	16434	6388	0	15002	8302	0
	Title I	Schoolwide	Title I.C Migr Ed	Title II.A	Title II.D	Title III	Title IV.A	Title V	Title VI.B

Calculate

Save

Allocation Printable Version

# Allocations Details

## Title I Targeted Allocations Detail



- [Federal Programs](#)
- [MSIP Standards](#)
- [Process Area Guidelines](#)

- [Year/Cycle Selection](#)
- [School District Selection](#)
- [Applications Menu](#)
- [Logon/Logoff](#)



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County/District: 048072 HICKMAN MILLS C-1

Cycle: Cycle5 Year: 2004

Select District

### 2003-2004 Title I Allocation Details

048072 HICKMAN MILLS C-1

Allocations	Basic	Concentration	Total
District	761887	258480	1020367
Neglected	91155	30925	122080
Delinquent	0	0	0
Total	853042	289405	1142447
Capital Expense			0
Bypass Withholding			0
Total Allocation			1142447

Neglected/Delinquent Institutions	Type	Count	Basic Amount	Concentration Amount
CRITTENTON CTR.	N	85	57822	19617
SPOFFORD ELEM.	N	49	33333	11308

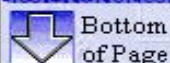
# Carryover Details

## Carryover Details



- [Federal Programs](#)
- [MSIP Standards](#)
- [Process Area Guidelines](#)

- [Year/Cycle Selection](#)
- [School District Selection](#)
- [Applications Menu](#)
- [Logon/Logoff](#)



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County/District: 028103 STEELVILLE R-III

Cycle: Cycle3 Year: 2004

Select District

### Title I Carryover Details

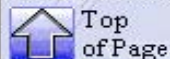
<b>2003 Available</b>	354572
- Expended	229038
- Released	0
<b>2003 Carryover to 2004</b>	125534

<b>2003 Allocation</b>	330430
<b>2003 Max Carryover</b>	49565
+ Adjustments	0
<b>Total 2003 Max Carryover</b>	49565

<b>2003 Carryover</b>	125534
- 2003 Total Max Carryover	49565
<b>= Required Expenditures as of 9/30/2003</b>	75969
- Reported Expenditures as of 9/30/2003	75969
<b>= 2003 Excess Funds to be released to the 2003 Reallocation Pool</b>	0

<b>Waiver Received on</b>	
<b>Waiver Approved on</b>	
<b>Waiver History</b>	
<b>9/30 Report Received on</b>	10/15/2003

Audit ID: RROOK



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# Breakdown of Allocation (BOA)

## Breakdown of Allocations

- [Federal Programs](#)
- [MSIP Standards](#)
- [Process Area Guidelines](#)

- [Year/Cycle Selection](#)
- [School District Selection](#)
- [Applications Menu](#)
- [Logon/Logoff](#)

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**County/District:** 004110 MEXICO 59  
**Cycle:** Cycle1 **Year:** 2006

---

**Step 1:**  
Enter in the details for all attendance centers then click the calculate button. Use most recent data for student counts. (Unduplicated Count)

[Title I Nonpublic Enrollment Report](#)

Attendance Center	Select Category	Grade Span	Feeder Pattern Used	Public Enrollment	Public # Low Income	Non-Public Enrollment	Non-Public # Low Income
1050 MEXICO HIGH	High School ▼	09 - 12	<input type="checkbox"/>	771	223	1	1
1100 DAVIS H. HART AREA VOC. TECH.	High School ▼	09 - 12	<input type="checkbox"/>	266	0	0	0
2050 MEXICO JR. HIGH	Middle School ▼	06 - 08	<input checked="" type="checkbox"/>	596	294	41	4
4020 EUGENE FIELD ELEM.	Elementary School ▼	K - 05	<input checked="" type="checkbox"/>	445	264	29	3
4060 HAWTHORNE ELEM.	Elementary School ▼	K - 05	<input checked="" type="checkbox"/>	392	220	36	7
4080 MCMILLAN ELEM.	Elementary School ▼	K - 05	<input checked="" type="checkbox"/>	230	115	18	1

Audit ID: RROOK

# Step 2 of BOA

## Breakdown of Allocations

- [Federal Programs](#)
- [MSIP Standards](#)
- [Process Area Guidelines](#)

- [Year/Cycle Selection](#)
- [School District Selection](#)
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- [Logon/Logoff](#)

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**County/District:** 004110 MEXICO 59  
  
**Cycle:** Cycle1 **Year:** 2006

---

**Step 2:**  
 If the totals are correct, select your choice below for ranking and click the 'Proceed to Ranking' button. Otherwise, [click here to return to Step 1.](#)

Attendance Center	Feeder	Total Enrollment	Total # Low Income	Percent Economic Deprivation (Public & Nonpublic)	Percent Economic Deprivation (Public Only)
1050 MEXICO HIGH	N	772	224	29.02%	28.92%
1100 DAVIS H. HART AREA VOC. TECH.	N	266	0	0%	0%
2050 MEXICO JR. HIGH	Y	637	298	46.78%	49.33%
4020 EUGENE FIELD ELEM.	Y	474	267	56.33%	59.33%
4060 HAWTHORNE ELEM.	Y	428	227	53.04%	56.12%
4080 MCMILLAN ELEM.	Y	248	116	46.77%	50%
Prekindergarten Total		0	0	0%	0%
Kindergarten Total		0	0	0%	0%
Elementary School Total		1150	610	53.04%	56.14%
Middle School Total		637	298	46.78%	49.33%
Junior High School Total		0	0	0%	0%
High School Total		1038	224	21.58%	21.5%
Other Total		0	0	0%	0%
District Total*		2825	1132	21.58%	21.5%

\*The calculation of district economic deprivation percent does not include attendance centers with 'feeder' generated low income numbers.

Select one of the following choices for ranking:

☐ Use Public and Nonpublic Values for Ranking  
☒ Use Only Public Values for Ranking

# Step 3 of BOA

## Step 3:

Select the desired ranking method for attendance areas below 75% economic deprivation and then click the 'Rank' button.  
[Click here to return to Step 2.](#)

- ☐ 1. Exempt: K-8 or K-12 single attendance area district (no overlapping grades).
- ☐ 2. Exempt: District with multiple attendance areas and with total enrollment of less than 1,000.
- ☐ 3. Areas with economic deprivation greater than or equal to the average of same or similar grade spans.
- ☐ 4. Areas with economic deprivation greater than or equal to the district average:
  - ☐ Ranking within entire district.
  - ☒ Ranking by same or similar grade spans.
- ☐ 5. Areas with economic deprivation greater than or equal to 35%:
  - ☐ Ranking within entire district.
  - ☐ Ranking by same or similar grade spans.
- ☐ 6. Areas with economic deprivation greater than or equal to 25% (Desegregation schools only):
  - ☐ Ranking within entire district.
  - ☐ Ranking by same or similar grade spans.
- ☐ 7. Grandfather Clause - Please contact your Grants Management Supervisor.

Rank

Enable Grandfather for district

1050 MEXICO HIGH



Add

# Step 4 of BOA

District is Bypass

Title I Allocation	+ Carryover	- Released	+ Reallocated	+ Transferred In	= Total Available
487438	23298	0	0	0	510736

Set Asides

Administration	32786	Summer School*	0
District Wide Preschool	213422	Homeless	0
District Wide Professional Development*	0	Salary Differential*	0
District Wide Parent Involvement*	0	Lease or Lease/Purchase	0
Neglected	0	Carryover*	0
Delinquent	0	Choice & Supplemental Services (20%)	0
Highly Qualified Teachers & Paraprofessionals (5%)*	0	<b>Total Distribution Amount:</b> 264528	
		Minimum \$ Per Poor Student (if applicable) 539	
<input type="button" value="Calculate Distribution Amount"/>			
<input type="button" value="Distribute Amount Evenly"/>		Nonpublic Proration: 0	

District is Bypass

Attendance Center	Approved Schoolwide	Not Served	Public Low Income	Nonpublic Low Income	Economic Deprivation	Total Allocated	\$ Per Poor Student	Nonpublic Allocation
4020 EUGENE FIELD ELEM.	<input type="checkbox"/>	<input type="checkbox"/>	264	3	59.33%	114525	\$434	0
4060 HAWTHORNE ELEM.	<input type="checkbox"/>	<input type="checkbox"/>	220	7	56.12%	95437	\$434	0
4080 MCMILLAN ELEM.	<input type="checkbox"/>	<input type="checkbox"/>	115	1	50%	49888	\$434	0
2050 MEXICO JR. HIGH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	294	4	49.33%	0	\$0	0
1050 MEXICO HIGH	<input type="checkbox"/>	<input checked="" type="checkbox"/>	223	1	28.92%	0	\$0	0
<b>Total Allocated</b>			599	11		259850		0
<b>Difference</b>						4678		

Comments

OUR TITLE I FUNDS ARE CONCENTRATED IN PK-5.

DESE Comments

Go to Step 1

# Title I

- LEA Plan Revisions
- AYP & School Improvement
- Public School Choice & Supplemental Educational Services
  - 2nd year of S.I. must offer SES to low-income students in their bldg
  - 20% of the district's Title I allocation for Public Choice& SES

- School-Parent-Student Compact
- Committee with school staff and parents
  - Reviews data regarding program and activities
- Annual Evaluation
  - MAP and other data reviewed
- Title I teachers have same number of instructional and planning minutes as classroom teachers
- “At-Risk, Basic Skills, Alternative” programs are not allowed anymore

# Targeted Assistance

- Purpose: Greatest Educational Needs
- Qualifications of Staff
  - Highly Qualified
  - Grade Level/Content Certified
- Multiple Criteria Selection
  - Standardized Test (MAP)
  - Other Assessment Data (DIBELS)
  - Teacher's Objective Checklist
  - Appropriate Cut-off Score

# Targeted Assistance (cont.)

- Student Selection Documentation
  - Individual Student Profiles
  - Master List of Eligible Children
- Caseloads/Instructional Minutes (see page 36 of the Administrative Manual)
- Program Evaluation
- Uses of Funds

# Schoolwide

- Schoolwide Plan
- Allocation Screen for Moving \$
- Program Evaluation
- Uses of funds

# Title I Preschool

- Multiple Criteria Selection
  - Developmentally Appropriate
  - Collaboration with PAT
  - Teacher's Objective Checklist
- Staff Qualifications
  - Highly Qualified
  - Praxis

# Title I Preschool (cont.)

## Models

- Project Construct
- Head Start with Early Childhood Developmental Standards
- High/Scope Curriculum
- Creative Curriculum

# Preschool Schedule

- Based on the community needs assessment and resources available...
  - Title I preschool programs
    - serve four-year old children at least 4 days per week, and if possible, 5 days per week
    - three-year old children may be served; but in the case of limited resources, four-year olds should receive priority
    - a half-day program would serve children for at least 2 1/2 hours per day
- The preschool should...
  - adopt the same starting and ending dates as other buildings and align its schedules, as practicable, with the district's calendar
  - include professional development and teacher work days

# Parental Involvement

- Purpose
- Parent Coordinator
- Educational Activities
- Resource Centers
- Information/examples
  - Available on Grants Management web site

# Requirement for Parental Options

- Federal Programs Complaint Resolution Procedures
- Parent Notification—Title I.A
  - Parents’ Right-to-Know Regarding Teachers’ and Paras’ Qualifications
  - Notification Regarding Teacher Certification (not certified/sub)
  - Title III (notification of services)
- Building(s) Identified for Title I.A School Improvement
  - Transfer Option
  - Supplemental Educational Services (SES)
- District Report Card

# Parent Involvement Documentation

- Keep documentation of all activities
  - Letters, flyers
  - Sign-in sheets
  - Newsletters, newspaper articles
  - Thank you notes
- Maintain a file of information sent home
  - To whom, date

# Parental Involvement

## Parental Involvement

- [Federal Programs Required Notification](#)
- [Parental Notification Letters](#)
- [School Parental Involvement Plan](#)
- [School-Parent-Student Compact](#)
- [Parental Involvement Resources](#)

# Parental Involvement Resources



Missouri Department of Elementary and Secondary Education

[Home](#) : [Division of School Improvement](#) : [Federal Programs](#) : [Grants Management](#)

## Parental Involvement Resources

Some of the following files are in PDF format. [A note about downloading PDF's.](#)



[Parents As Teachers](#)

[Practical Parenting Partnership](#)

[ParentLink](#)

[National PTA](#)

[PTO Today](#)

[The Missouri PIRC](#)

[Helping Your Child Become a Reader](#)

[Helping Your Child Learn Mathematics](#)

[Helping Your Child Learn Science](#)

[Helping Your Child with Homework](#)

[Helping Your Child Succeed in School](#)

[Helping Your Child Become a Responsible Citizen](#)

[Tips for Parents on Keeping Children Drug Free](#)

# Summer School



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
DIVISION OF SCHOOL IMPROVEMENT – FINANCIAL MANAGEMENT  
**2005 FEDERAL PROGRAMS PROPOSED SUMMER SCHOOL PLAN**

SCHOOL DISTRICT NAME	COUNTY-DISTRICT CODE:
DISTRICT FEDERAL PROGRAMS CONTACT:	TELEPHONE NUMBER:
DISTRICT CONTACT TITLE:	FORM DUE DATE: APRIL 15, 2005

**Proposed Summer School Plan**

*INSTRUCTIONS: The district must complete both pages of the proposed summer school plan if federal funds are being used for the summer school. The plan must be submitted and approved prior to services being provided.*

The district intends to operate the following type(s) of summer school:

- ☐ 1. Title I program as a part of the regular district summer school, e.g. Title I staff providing additional services to students in district summer school (push-in or pull-out programs).
- ☐ 2. Title I program for Preschool children only.
- ☐ 3. Title I program for children in neglected or delinquent institutions only.
- ☐ 4. Title I program at a time different from the dates of the state-approved summer school.
- ☐ 5. A state-approved summer school that serves both Title I students and non-Title I students at the same time. The district must pay for the same level of services for both Title I and non-Title I students before Title I funds can be used. Title I funds can only be used for excess costs of the Title I students. The district will be required to provide a spreadsheet documenting excess costs.
- ☐ 6. Schoolwide state-approved summer school which includes Title I funds.
- ☐ 7. Summer school which uses either Title V funds or REAP funds. The district must provide specific documentation that ensures that supplant has not occurred.
- ☐ 8. A summer program other than those listed above. The attachment describes the summer services.

The district must attach a description of services that will be provided by using page 2 of this plan and/or a spreadsheet.

MAIL the completed forms by **April 15, 2005** to: Federal Financial Management, Missouri Department of Elementary and Secondary Education, P.O. Box 480, Jefferson City, MO 65102 or FAX to 573-526-6698.

QUESTIONS: Contact Federal Grants Management Supervisor, 573-751-3468

# Neglected & Delinquent

- **Purpose:** Meet the transitional and academic needs of students returning to the district or alternative education programs from correctional facilities. Dropout prevention activities are allowable after the primary goal is met.
- **Requirements**
  - Forms
  - Delinquent Plan
- **Uses of Funds**

# Title I.C Migrant

- **Purpose:** Focuses on helping migratory children overcome the educational barriers that result from repeated moves, allowing them the opportunity to succeed in regular school programs, attain grade-level proficiency, and achieve the Show-Me Standards.
- **Requirements**
  - Systematically Identify Migrant Children
  - Notify the regional Migrant English Language Learner (MELL) Center
  - Keep Records
- **Uses of Funds**

# Title II.A

- **Purpose:** Increase student academic achievement by improving teacher and principal quality through high quality professional development and to increase the number of highly qualified teachers and principals.
- All teachers highly qualified by 2006
- High quality professional development
- Hiring HQ teachers
  - Especially to reduce class size in the early grades
- Supplant concern/MSIP standards
- No restriction on carryover

# Title II. D

- Purpose: Use of technology = effective tool in instruction
- Allocation: 2006-2007 all new funds as competitive grant
- PD Requirement: 25%
- Carryover: 100%
- Uses of Funds: technology & related PD

# Title III

- Purpose: Help ensure that children who are limited English proficient, including immigrant children, attain English proficiency, and meet the Show-Me Standards
- Requirements
  - Biennial Evaluation
  - Information to Parents
  - <http://dese.mo.gov/divimprove/fedprog/discretionarygrants/>
- Uses of Funds

# Title IV

- **Purpose:** To support programs that prevent violence in and around schools, illegal use of alcohol, tobacco, and other drugs
- Consultation
- Restrictions
- Principles of Effectiveness
- Carryover
- Uses of Funds

# Title V

- **Purpose:** Implement promising educational reform programs and educational services based on scientifically based research
- **Systematic Consultation & Evaluation**
- **Carryover:** no restriction
- **Uses of Funds**

# Title VI.B - Rural Education Initiative

- Subpart 1: Small, Rural School Achievement
  - Funds come straight from USDE in D.C.
  - Allowable uses follow all other federal programs on the consolidated application
  - Needs its own account like any other federal programIs held accountable for compliance
  - Formerly known as REAP
- Subpart 2: Rural and Low-Income School
  - On the Consolidated Federal Programs Application
  - Rules for Title IV.A do apply

# Administrative Pool

- Purpose
- Restrictions
- Core Data

# Administrative Pool

## Administrative Pool

[Federal Programs](#)  
[MSIP Standards](#)  
[Process Area Guidelines](#)

[Year/Cycle Selection](#)  
[School District Selection](#)  
[Applications Menu](#)  
[Logon/Logoff](#)

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County/District: 001091 KIRKSVILLE R-III  
 Cycle: Cycle1 Year: 2005

Select District

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	6100	6200	6300	6400	6500	6600	TOTAL
	Salaries	Employee Benefits	Purchased Services	Materials & Supplies	Capital Outlay	Other (Interest)	
<b>Program Administration</b>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="0"/>

---

**TOTAL ADMINISTRATIVE POOL FUNDS AVAILABLE**

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[FTEs paid from the Administrative Pool](#)

[Stipends paid from the Administrative Pool](#)

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School District Comments (Limit 1000 characters)

DESE Comments (Limit 1000 characters)

# Grants Summary

## Grant Summary

- [Federal Programs](#)
- [MSIP Standards](#)
- [Process Area Guidelines](#)
- [Year/Cycle Selection](#)
- [School District Selection](#)
- [Applications Menu](#)
- [Logon/Logoff](#)

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County/District: 004110 MEXICO 59

Cycle: Cycle1 Year: 2005

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Program	Allocation	Budget	Expenditure	Payment
<a href="#">Title I Targeted Assistance</a>	516444	498250	0	373688
<a href="#">Title I Migrant Education</a>	5000	5000	0	3750
<a href="#">TITLE II.A</a>	153923	152871	0	114653
<a href="#">TITLE II.D</a>	14795	14688	0	11016
<a href="#">TITLE III</a>	10000	10000	0	7500
<a href="#">TITLE IV.A</a>	25629	24163	0	18122
<a href="#">TITLE V</a>	10700	10557	0	7918
<a href="#">TITLE VI.B</a>	0	0	0	0

[Yearly Payment Estimates](#)  
[Payment History](#)

**Title I Targeted Assistance** Bypass: YES

Allocation	Budget	Expenditure (FER)
Current: 498358	Submitted: 8/2/2004	Submitted:
Carryover: 18086	Approved: 8/2/2004	Approved:
Reallocated: 0		
Released: 0		
<b>Total: 516444</b>	<b>Total: 498250</b>	<b>Total: 0</b>

# Nonpublic Schools

- Includes nonpublic schools in your district
  - Titles I.A, I.C, II.A, III, IV.A
- Includes students residing in your district but attending a nonpublic school in another district
  - Title I.A
- Timely and meaningful consultation
  - Prior to submitting application
  - Throughout the year
- Budget

# Nonpublic Schools (continued)

- Required forms to be completed
  - Public/Private Design for Educational Service
  - Participation Forms for each program
- Bypass Provision
  - Services to nonpublic by a provider
  - Statewide for Titles II.D and V
  - 57 districts for Title I.A

# Title I Nonpublic Enrollment

## Breakdown of Allocations

[Federal Programs](#)  
[MSIP Standards](#)  
[Process Area Guidelines](#)

[Year/Cycle Selection](#)  
[School District Selection](#)  
[Applications Menu](#)  
[Logon/Logoff](#)

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**County/District:** 076083 OSAGE CO. R-III  
**Cycle:** Cycle1 **Year:** 2005

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**Step 1:**  
 Enter in the details for all attendance centers then click the calculate button. Use most recent data for student counts. (Unduplicated Count)

[Title I Nonpublic Enrollment Report](#)

Attendance Center	Select Category	Grade Span	Feeder Pattern Used	Public Enrollment	Non-Public Enrollment	Public # Low Income	Non-Public # Low Income
1050 FATIMA HIGH	High School ▼	07 - 12	<input type="checkbox"/>	449	96	85	12
4060 FATIMA ELEM.	Elementary School ▼	K - 06	<input type="checkbox"/>	333	336	98	45
7500 EARLY CHILDHOOD CTR.	Other ▼	-	<input type="checkbox"/>	0	0	0	0

# Nonpublic Enrollment Report

Missouri Department of Elementary and Secondary Education  
School Improvement / Federal Programs  
Nonpublic Title I Report

076-083 OSAGE CO. R-III

Report Number: FGM303R  
Report Generated: 9/7/2004 10:14:46AM  
Data as of: Fall 2003

		Enrollment	Deprivation	Participation
<b>1050</b>	<b>FATIMA HIGH</b>			
	026-402 IMMACULATE CONCEPTION SCH	1	0	Y
	076-401 HOLY FAMILY SCHOOL	13	1	Y
	076-402 IMMACULATE CONCEPTION SCH	29	1	Y
	076-406 SAINT MARY'S SCHOOL	7	0	Y
	076-407 ST.JOSEPH SCHOOL	30	5	Y
	076-408 SACRED HEART SCHOOL	16	5	Y
	<b>TOTALS</b>	<b>96</b>	<b>12</b>	
<b>4060</b>	<b>FATIMA ELEM.</b>			
	026-402 IMMACULATE CONCEPTION SCH	5	0	Y
	026-408 ST PETERS SCHOOL	1	0	Y
	026-530 ST THOMAS THE APOSTLE SCH	8	4	Y
	076-400 ST GEORGE SCHOOL	5	0	Y
	076-401 HOLY FAMILY SCHOOL	59	7	Y
	076-402 IMMACULATE CONCEPTION SCH	64	4	Y
	076-406 SAINT MARY'S SCHOOL	28	5	Y
	076-407 ST.JOSEPH SCHOOL	111	13	Y
	076-408 SACRED HEART SCHOOL	55	12	Y
	<b>TOTALS</b>	<b>336</b>	<b>45</b>	
<b>7500</b>	<b>EARLY CHILDHOOD CTR.</b>			

# Step 4 of BOA

Title I Allocation	+ Carryover	- Released	+ Reallocated	+ Transferred In	= Total Available
564717	203121	12312	0	0	755526

Set Asides			
Administration	0	Summer School*	0
District Wide Preschool	0	Homeless	0
District Wide Professional Development*	9000	Salary Differential*	0
District Wide Parent Involvement*	8000	Lease or Lease/Purchase	0
Neglected	0	Carryover*	0
Delinquent	0	Choice & Supplemental Services (20%)	0
Highly Qualified Teachers & Paraprofessionals (5%)	0	<b>Total Distribution Amount: 738526</b>	
		Minimum \$ Per Poor Student (if applicable) 674	
Calculate Distribution Amount			
Distribute Amount Evenly		Nonpublic Proration: 1329	

**Note: \*In addition to the Nonpublic Allocation listed below, the equitable services requirement applies to set-aside amounts for district wide instructional programs, parent-involvement activities and professional development activities.**

# Consultation

- Consult during all phases of the development and design of the federal program
- Consult before making a decision that affects the opportunities of nonpublic participants
- Must give nonpublic schools a genuine opportunity to express their views
- If needs are different for nonpublic school, provide appropriate services which may differ from the district-developed CSIP
- Nonpublic schools must be given the opportunity to transfer funds between Title II.A and Title IV.A

# Responsibilities

## Public Schools

- Make contact
- Collect data
- Allocate funds
- Ongoing coordination
- Delivering services

## Nonpublic Schools

- Submit accurate and appropriate data to DESE and public school districts
- Consultation with public district for desired services

# Services to Nonpublic Schools

- The Missouri Constitution bars direct and indirect use of public funds to benefit sectarian schools
- Public funds may not be sent to the nonpublic school district directly from DESE or from the public school district
- Materials, supplies or equipment, paid for with public funds, may not be provided to nonpublic schools

# Services to Nonpublic Schools

## Provided

- Dual enrollment classes
- Transportation to or from a child's home to the public school
- Before-and after-school activities
- Professional development activities at neutral sites
- Necessary travel expenses and registrations for PD activities

## Not Provided

- Transportation between public and nonpublic schools
- Materials, supplies and/or equipment for nonpublic students' regular program of instruction
- Reimbursement for substitutes for professional development activities

# Neutral Space

- Definition: A site or space off public school grounds leased by the public school district for the purpose of providing Title I services.
- May be a site or space within the private school building or other facility on the private school property subject to certain criteria.

# Self Monitoring Checklist

- Purpose
- Submission of Checklist
- September 2006 (MSIP Year)
- On-Site Monitoring
  - Monitoring criteria
- Documentation
- USDE expectations

# Program Planning

- LEA Plan
- Schoolwide Plan(s)
- Incorporate into CSIP
- Meet district goals and student needs
- Use Transferability in use of funds
- More effective programs
- Accountability achieved

# And, Finally....

- Final Expenditure Report
  - Preliminary due May 15
- Estimated Allocations for 2006-2007
- Consolidated Application Availability

Time for  
Questions and Answers

Thank you!